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26 November 1955

MEMORANDUM FOR: Project Directors of Administration, Materiel,  
Operations, and Acting Base Commander,

SUBJECT: Economy of Travel Funds

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1. I have noticed with some concern the considerable increase in travel which has been charged to this Project. Although we are aware of the priority given to the Project and the importance attached to it, we should still retain conservative and realistic financial thinking.

2. Particularly, I have noted long distance trips being made with repeated frequency and at short intervals by certain persons within the Project. I suggest that attention be given to planning travel by the Project Directors of Administration, Materiel and Operations so as to take maximum advantage of time spent away from Headquarters.

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JAC:ha (28 Nov 55)  
0 - Administration  
2 - Materiel  
3 - Ops  
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5 - Admin file  
6 - Chron  
7 - Reading

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